

**WE ARE  
HIRING**



## Join Our Team

If you're passionate about making a difference in the lives of children with ASD then join us at Forest Bridge School and be part of a community that values understanding, respect, and genuine growth.

**Together we can make a difference!**



Elizabeth Farnden  
Headteacher



**Position available: Head of Therapies (Member of Senior Leadership Team)**

Please contact the Headteacher to arrange a visit to the school.

Email: [head@forestbridgeschool.org.uk](mailto:head@forestbridgeschool.org.uk)

## **Why work at Forest Bridge School**

Working at Forest Bridge School offers a unique and rewarding opportunity for professionals in the field of special education. Located in the charming town of Maidenhead, just 20 miles outside of London, We are dedicated to providing a nurturing and supportive environment for children with Autism Spectrum Disorder. Since opening in 2015, the school has prided itself on its multi-disciplinary approach to learning, incorporating a carefully designed in house curriculum.

At Forest Bridge School, we embrace each child's unique journey through Applied Behaviour Analysis, guided by a profound respect for their individuality, strengths, and the distinct stages of their development. We believe in nurturing a child's core self, allowing them to express who they are without the need to mask. Our approach is family centred and community oriented, creating a supportive environment that extends beyond our school walls. We delve deeply into understanding each child's medical, mental health needs, and neurodiverse needs, ensuring our strategies are tailored specifically to them.

We operate on a foundation of transparency and mutual respect, valuing the dignity of every child. Our team works collaboratively, rejecting traditional hierarchies to foster personal connections and equal partnership. Our professionals embody empathy and adaptability, committed to learning from each child's progress to continually refine our practice.

Forest Bridge School is committed to professional development, collaborative work, and the well-being of both its staff and students. We provide dynamic, high-quality specialist training and professional development pathways for all staff, ensuring a listening, responsive, and supportive culture.

Our vision is to be a leading provider of education for children and young adults with autism, combining ABA, evidence-based therapy, and effective personalised curriculums to enable pupils to fulfil their potential, prepare for adulthood, and lead happy lives.

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# **JOB DESCRIPTION**

**JOB TITLE:** Head of Therapies

**REPORTS TO:** Executive Team and Governors

**GRADE:** NHS Band 8a -8b (fringe) dependent on experience

**JOB PURPOSE:**

As a member of the leadership team, you will support the leadership by managing, delivering, and monitoring high-quality therapeutic services (including Speech and Language, Occupational, and Arts therapies) as part of a multidisciplinary team. This will enable all Forest Bridge children to reach their full potential.

**MAIN RESPONSIBILITIES/DUTIES**

**Leadership**

- To fully participate as a member of the school's senior leadership team.
- As a member of the Senior Leadership team, lead the school's strategic development in the allocated areas of responsibility, embedding, maintaining and monitoring to ensure the highest standards.
- To prepare appropriate materials for meetings of the Governing Body and its relevant committees within the scope of the job purpose.
- To attend relevant Governing Body meetings and school events as appropriate and required.
- To contribute to the School Development Plan
- Promote a culture of unity and collaboration
- To build and maintain excellent relationships between all staff at Forest Bridge, promoting a seamless team around each child
- Collaborate with the senior leadership team on consistent communication and implementation of school policies, local legislation, and HCPC guidance, and revise or develop new policies and procedures as needed.
- Be rigorous and consistent in all aspects of quality assurance.
- To lead and develop a highly motivated team of therapists and ensure the delivery of effective therapy services across the school ensuring alignment with the overall strategy and priorities of the school.

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# JOB DESCRIPTION

## Main

- Ensure high-quality, evidence-based therapeutic services are delivered consistently across the school.
- Collaborate with the Senior Leadership Team to develop and optimise therapy services to support the school's objectives and priorities.
- Oversee the development of our universal, targeted and individualised therapeutic input, ensuring alignment with the school's strategic plan.
- Ensure all therapeutic practices comply with legal, professional, and ethical standards.
- Monitor and assess the impact of therapeutic services on pupil progress, using data to inform future planning.
- Lead on addressing parental concerns related to therapeutic services, working closely with the Head of Pastoral Care and other relevant staff.
- To support the delivery of high-quality training to all staff through collaboration with the Senior Leadership Team
- To provide weekly mentorship and support to the therapy lead and some of our therapy team in clinical, professional and pastoral care.
- Support the day-to-day running of the therapeutic provision alongside other members of the Senior Leadership Team, including Leading, managing and supporting therapeutic staff (Speech and Language therapists, Occupational therapists and art therapists; liaising with teachers, behaviour analysts and other professionals; writing reports for and attending review meetings;
- To contribute to excellent home/school partnerships
- To be committed to keeping up to date with the latest therapeutic research and practices to support the Schools Research and Further Development Lead.
- As a member of the leadership team, support crises within the school.
- To monitor and maintain consistent data collection methods and reporting that are aligned with the school ethos and best practices in ABA and therapeutic provisions.
- To quality assure that Forest Bridge School's use of therapeutic interventions is always child-centred and compassionate
- To be responsible for the overall therapies budget in conjunction with the appropriate member of the Senior Leadership Team.
- Complete the Appraisal Reviews for the team of staff that you directly line managed.
- Take ownership of policy updates in your designated area by collaboration and advising the wider SLT on updates required to reflect the latest legislation.
- To be committed to fostering a multi-disciplinary approach and working in collaborations with the wider team.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be necessary from time to time in line with the role. Any such duties should not however substantially change the general character of the post. It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

## Person Specification Head of Therapies

	Essential	Desirable
<b>Qualifications</b>		
1. Professional qualification in Speech and Language Therapy, Occupational Therapy, Art Therapy, or Clinical Psychology.	√	
2. Current registration with HCPC or other relevant professional body.	√	
3. Evidence of continuous professional development	√	
4. Recent Leadership training		√
5. Postgraduate qualification in a relevant therapeutic field.		√
	Essential	Desirable
<b>Experience</b>		
1. Minimum of 2 years experience mentoring a team of therapists across various settings/pupils/clients.	√	
2. Minimum of 5 years successful proven track record of delivering high quality therapeutic services.	√	
3. Minimum of 2 years of delivering therapeutic services to people with autism.	√	
4. Significant experience in delivering therapeutic services within an educational setting.		√
5. Experience in managing a multidisciplinary team.	√	
6. Proven ability to develop, implement, and monitor therapy services and programs.	√	
7. Strong understanding of child development and the impact of therapeutic interventions on learning and well-being.	√	
8. Experience in training and mentoring staff.		
9. Provide evidence of whole clinic/organisation responsibilities and experience in turning policy into effective and successful practice.	√	√
10. Demonstrable competence in writing effective Education Plans/Annual Reviews/EHCP reports (or workshop notes, treatment plans, clinic notes or equivalent)	√	
11. Experience working as part of a multi-disciplinary team	√	
12. Experience training staff and presenting to a range of audiences	√	

## Person Specification Head of Therapies

Knowledge		
<ol style="list-style-type: none"> <li>1. Proficiency in M365 Office tools to the level of training others</li> <li>2. Ability to manage Therapies budget</li> </ol>		<p style="text-align: center;">v</p> <p style="text-align: center;">v</p>
Skills and competencies		
<ol style="list-style-type: none"> <li>1. Able to work independently and use own initiative</li> <li>2. Able to make timely and ethical decisions under pressure and take responsibility when required</li> <li>3. Strong analytic and problem-solving skills</li> <li>4. Ability to relate working practices to the school's strategic vision and outcomes for pupils</li> <li>5. Ability to use data to monitor, evaluate and review decisions and outcomes</li> <li>6. Feels confident and can deliver training and presentations.</li> <li>7. Able to build and work within a collaborative and cohesive team</li> <li>8. Able to deal with difficult situations and conversations calmly, professionally and effectively</li> <li>9. Will use a positive and flexible management and training approach, including demonstration, and will recognise the contributions of others.</li> <li>10. Use clear written and vocal communication, knowing when to use tact and diplomacy and when to be firm to best serve the interests of Forest Bridge's pupils.</li> <li>11. Committed to the principles of ABA, education and continuing professional development</li> <li>12. A Strong team player who demonstrates excellent interpersonal skills when interacting with others</li> <li>13. Displays high levels of emotional intelligence and has a positive impact on others.</li> <li>14. Support, motivate and inspire both colleagues and pupils by leading through example.</li> </ol>	<p style="text-align: center;">v</p>	

## Person Specification Head of Therapies

Other requirements		
A commitment to undertake further training and professional development	√	
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations	√	
Understanding of your essential role in safeguarding children	√	



## **Benefits**

- **Competitive salary**
- **Socialable working hours (no weekends or evenings after 6.30pm)**
- **A friendly and supportive team**
- **Staff pensions schemes—LGPS or Teachers pension scheme dependant to role**
- **Free parking**
- **Staff wellbeing and support services**
- **Supervision ( dependant on role)**
- **Staff voice— who organise social events for staff**
- **Tastecard employee discount scheme**
- **Sick pay**
- **Comprehensive induction**
- **Training for professional development such as CEU's, participation in research.**
- **Opportunities for career progression. Including Masters, NPQ's , UKsBA & QTS.**
- **Work From Home opportunities for some roles such as Class Teachers, Supervisors, and Senior Leaders.**